

# Living Interfaith Support Network Bylaws

## 1. ARTICLE ONE: NAME

1.1. The name of our non-profit Interfaith organization is LIVING INTERFAITH SUPPORT NETWORK.

1.2. The location of Living Interfaith Support Network is Lynnwood, Washington.

1.3. In the event of a dissolution of this corporation, any assets of the Network will be divided evenly between the Living Interfaith Church in Lynnwood, WA, and the Living Interfaith Sanctuary in Vancouver, BC, Canada. If one of the organizations no longer exists, all assets shall accrue to the surviving organization.

## 2. ARTICLE TWO: STATEMENT OF PURPOSE

2.1. Notwithstanding any other provisions of these Bylaws, the Living Interfaith Support Network shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue code.

2.2. The Living Interfaith Support Network is a non-profit faith organization whose purpose is to support, nourish and help establish Living Interfaith spiritual communities in North America and around the world, and to help further the growth of Interfaith as a faith in the world.

2.3. The Networks affirms and promotes the full participation of persons in our activities and endeavors, including membership, programming, and hiring practices, without regard to gender, affectional or sexual orientation, race, ethnicity, nationality, religion, physical or mental challenge, or economic circumstance.

2.4. Any limitation to full participation is subject to review and approval by the Network Board.

2.5 The Board shall be responsible for refining, enumerating and facilitating Network activities (Article 11 below).

### 3. ARTICLE THREE: THE NETWORK BOARD

3.1. The LIVING INTERFAITH SUPPORT NETWORK BOARD will in its first five years develop and refine effective means of providing items considered “Network Activities” (Article 11), including the tools that may be necessary to make these activities possible.

3.2. All actions of the Board are to be transparent. Meetings are open to the public. There may be instances where, for confidentiality reasons, a meeting or a portion of a meeting may be considered closed. This shall be constituted as an Executive Session and will be open to only to Board Members and any individuals specifically requested to attend. The attending Board Members shall make the determination that an Executive Session should be invoked. Only actions and decisions of an Executive Session will be recorded in the minutes.

3.3. The Board shall be composed of an odd number of members, and shall begin with five (5) members. That number may be enlarged in the future at the discretion of the Board.

3.4. The Board shall meet “as necessary”, but at first at least twice a year: once simply to stay abreast of needs, any requests for aid, and noting the Treasurer’s financial update; and a second time as an official “Annual Meeting”. The number of meetings may be enlarged in future as circumstances dictate. Any Board Member may call special meetings when necessary.

3.5. Members of the Board shall conduct themselves according to the Covenant of Right Relations detailed in the Network’s Administrative Policy and Procedures that the Board will develop.

3.6. Members of the Board shall serve without compensation.

3.7. All members of the Board, and any persons acting on behalf of the Board, shall abide by the Network policy regarding Conflict of Interest as detailed in the Network Policies and Procedures, which shall conform to current law and standards.

#### 4. ARTICLE FOUR: NOMINATION AND ELECTION TO THE BOARD

4.1. In future, members of the Board shall nominate, as needed, any new members of the Board. Any such nominees must be familiar with and support the work of the Network. Upon that persons acceptance of responsibilities they shall be deemed elected, to be affirmed at the Annual Meeting.

4.2. Persons are elected to the Board for a three-year term.

4.3. If at any time during a Board member's term, he or she becomes unable to fulfill her or his commitment to the Living Interfaith Support Network, he or she may request a leave of absence or submit a letter of resignation. Board members will notify the President of the Board if they are unable to attend a meeting. If, in the absence of extenuating circumstances, a Board member fails to attend two consecutive Board meetings, it will be considered that they have resigned and their position will be filled by the Board for the remainder of the unexpired terms.

#### 5. ARTICLE FIVE: OFFICERS OF THE BOARD

5.1. The officers of Living Interfaith Support Network are the President, Vice-President, Secretary, and Treasurer. All officers may be considered for re-election up to but not exceeding four (4) terms.

5.2. Officers are elected (or re-elected) at the Annual Meeting of the Board.

5.3. The President of the Board shall be considered the Chief Executive Officer (CEO) and is directly responsible for the ongoing work of the Board and the Living Interfaith Support Network.

5.4. The Vice-President of the Board shall assist the President, preside at Council meetings in the President's absence, and act for the President if the President is indisposed.

5.5. The Treasurer is responsible for timely filing of financial documents, and maintaining accurate financial records, all financial disbursements, and for continuous awareness of the income and expenses of the Network.

5.6. The Secretary shall keep accurate minutes of all Board meetings and any applicable correspondence.

5.7. Any Officer or other Board member may be removed either with or without cause by supermajority two-thirds ( $2/3$ , 66%) vote of the Board at any time.

5.8. All meetings will be conducted according to the Administrative Policies and Procedures and Robert's Rules of Order Newly Revised, provided such procedures are applicable and not inconsistent with these Bylaws.

## 6. ARTICLE SIX: FUTURE EMPLOYEE(S)

6.1. It is possible that in time the Network will grow to the point where a volunteer President, supported by the Board, isn't sufficient to effectively handle the Networks day-to-day needs. At such time a (part-time?) employee may be hired.

6.2. Any employee of the Network shall be hired subject to the understandings of 2.3 above.

## 7. ARTICLE SEVEN: COMMITTEES

7.1. The Board may create and define various regular committees and ad hoc committees as needed. Members of the committees will serve as volunteers and need not be members of the Board (guided by 2.3 above). These committees will report regularly to the Board and the Board may disband the committees when their function is no longer needed.

## 8. ARTICLE EIGHT: DECISIONS AND PROCEDURES

8.1. Because the Living Interfaith Support Network reflects a Community, decisions at meetings of the Board will be made by consensus. Consensus will be considered THE standard procedure for making decisions and never idly disregarded.

8.2. When and only when consensus cannot be reached at Board meetings over a reasonable period of time, an open or private vote may be called by agreement of the majority of Board members where a quorum is present. In that event, decisions will be made by an affirmative vote of a majority of Board members present to be conducted according to Robert's Rules of Order Newly Revised.

8.5. The Council will develop, and annually review prior to the Network Annual Meeting, a document of Administrative Policies and Procedures to govern all functions of the Church not covered by these Bylaws, and the Financial Policies and Procedures. In situations where a course of action is unclear, the actions of the Council will be determined by these Policies and Procedures. These documents and any changes to them will be presented at the Annual Meeting (described in Section 3.4 of these Bylaws) and approved by Council vote as stated in Section 3.4 above.

8.6. In keeping with Network policy of transparency, accurate records shall be kept:

8.6.1. Minutes of all meetings of the Board and any Board-sanctioned committees shall be kept, indicating the time and place of such meetings, the names of those present, and actions and decisions made by the Board during the meeting.

8.6.2. Accurate financial records of the Network shall be kept, including receipts and disbursements.

8.6.4. The Board shall cause any annual or periodic report required by law to be prepared and delivered to an office of the State of Washington and/or the IRS in a timely manner.

## 9. ARTICLE NINE: AMENDMENTS, ADDITIONS, AND DELETIONS TO BYLAWS

9.1. These Bylaws may be modified with amendments, additions, or deletions, by an affirmative vote of the Board at the Annual Meeting showing consensus (as per sections 8.1 and 8.2 above).

9.2. At least fourteen days prior to the Annual Meeting, any Board member proposing a Bylaws change will notify the entire Board. The complete text of the proposed changes shall be available to any member requesting it.

## 10. ARTICLE TEN: INDEMNIFICATION AND NON-LIABILITY

10.1. The Living Interfaith Support Network shall indemnify its Board Members and Officers to the fullest extent permissible under the laws of this state from any claim of damage or liability against them while acting in good faith on behalf of the Network.

10.2. Board Members shall not be personally liable for the debts, liabilities, or other obligations of The Living Interfaith Support Network.

## 11. ARTICLE ELEVEN: NETWORK ACTIVITIES

11.1 Network support may take the form of providing a sample of a Living Interfaith congregational bylaws, guidance in dealing with initial form and documentation, guidance in forming Living Interfaith discussion groups, help with better understanding the faith of Interfaith by providing and or all of Steven Greenebaum's three Interfaith books, or other books depending on determination of need. It may also involve giving limited financial aid to assist with an Interfaith "start-up".

11.2 An applicant for support will need to provide documentation regarding their interest in and support of the faith of Interfaith, and their understanding of Living Interfaith. The Network may, at its discretion,

provide simple guidance if there is not an application for support but simply a query about the nature of the Network.

11.3 The Network will develop and provide as practicable basic Interfaith materials for use by successful applicants. While the Network will at least at first be centered in the United States and Canada, it will be open to helping applicants worldwide.

## 12. DEFINING LIVING INTERFAITH COMMUNITIES THE NETWORK WILL SUPPORT

12.1 A Living Interfaith community may decide to call itself a Living Interfaith congregation, or church or sanctuary, or it may choose a different designation. The Living Interfaith Support Network will recognize a Living Interfaith community if:

12.1.1 It commits to Interfaith as a faith that recognizes no hierarchy in humanity's spiritual traditions.

12.1.2 It recognizes that the fundamental calling of all our spiritual traditions is love, compassion, and community within the framework of equality and justice – all practiced with goodwill and mutual respect.

12.1.3 It looks to how we act, rather than what we proclaim; and

12.1.4 It actively seeks to foster a sharing of our diverse spiritual traditions, without any attempt to convert or convince people of diverse traditions of the “rightness” or “superiority” of any specific spiritual path.